



**DEPARTMENT OF PERSONNEL**

209 E. Musser Street, Room 101  
Carson City, Nevada 89701-4204  
(775) 684-0150  
[www.state.nv.us/personnel/](http://www.state.nv.us/personnel/)

**MEMO PERD #23/04**

June 10, 2004

TO

Agency Personnel Liaisons

FROM

Jeanne Greene, Director  
Department of Personnel

SUBJECT: Sexual Harassment/Discrimination Investigation Unit Training

---

As you are aware, Governor Guinn requested and the Legislature funded, a sexual harassment and discrimination investigation unit within the Department of Personnel. The mission of the unit is to conduct prompt, independent investigations of all allegations of sexual harassment and discrimination, as defined by State and federal law, in order to reduce costs associated with settlements and court decisions against the State.

In order to acquaint agencies with the new sexual harassment and discrimination unit and clarify the investigation process, the investigation unit has developed a presentation, which illustrates the various steps in the investigation. The presentation covers the role of each participant in the investigation and the resulting product. There will also be an opportunity for participants to ask questions and provide their input. We especially value the input of agency coordinators as you have been and will continue to be an essential part of this process. Working together, we can create a model workplace that is free from the disruptions and monetary outlays associated with complaints of sexual harassment and discrimination.

Training sessions are available on June 21, 2004, at 9:00am and June 23, 2004, at 1:30pm in the Sagebrush Room at the State Training Center, 2527 N. Carson St, 2<sup>nd</sup> Floor, #275, Carson City and on June 30, 2004, at 1:30pm in the Personnel Training Room, Grant Sawyer Building, Las Vegas. Each session will last approximately 2 hours. If you would like to attend, please contact Connie Buda at (775) 684-0119 or [connie@dop.nv.gov](mailto:connie@dop.nv.gov). Additional training may be scheduled at a later date based on agency interest and training needs.

JG:ss